

## Getting Started

# DIGITAL VOICE RECORDER VN-3100/VN-3100PC VN-2100/VN-2100PC VN-1100/VN-1100PC

**EN INSTRUCTIONS**

Thank you for purchasing an Olympus Digital Voice Recorder.  
Please read these instructions for information about using the product correctly and safely. Keep the instructions handy for future reference.

To ensure successful recordings, we recommend that you test the record function and volume before use.

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**For customers in North and South America****USA RFI**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Canadian RFI**

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique ne dépasse pas les limites de Catégorie B pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien des Communications.

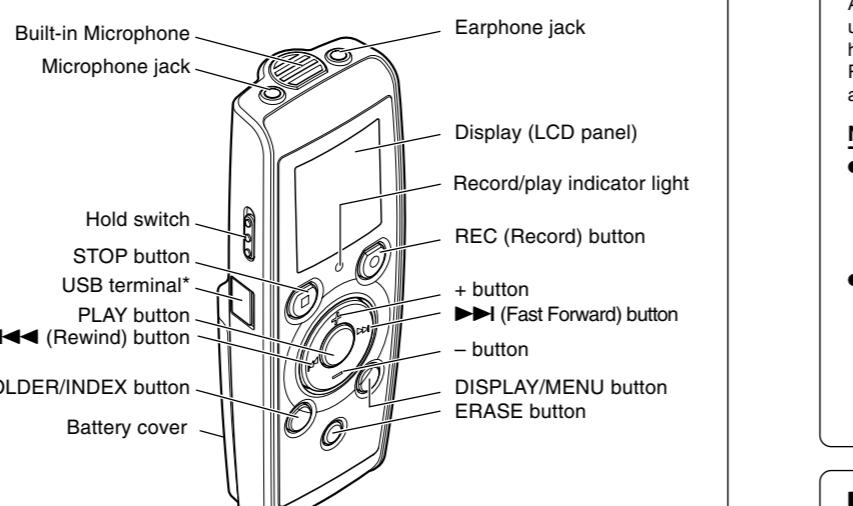
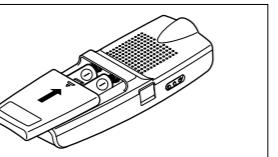
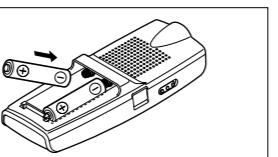
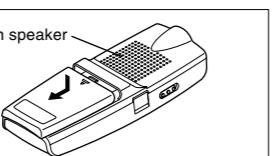
**For customers in Europe**

**CE** "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.

 This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.

Applicable Product : VN-3100/VN-3100PC/VN-2100/VN-2100PC/VN-1100/VN-1100PC

E1-BZ8174-02  
AP0607

**Identification of Parts****Inserting Batteries**

An optional Ni-MH Rechargeable Battery (BR401) from Olympus can be used for the recorder.

**Replacing Batteries**

When  appears on the display, replace the batteries as soon as possible. Size-AAA alkaline batteries are recommended. When the batteries are depleted,  appears on the display, and the recorder shuts off. It is recommended to set the HOLD switch to the HOLD position before you replace batteries to maintain the current settings (Time/Date, etc.). For your convenience, the recorder also logs the current settings in nonvolatile memory at hourly intervals.

**Power Supply**

The HOLD switch functions as a power button. When you do not use the recorder, set the HOLD switch to the HOLD position while the recorder is stopped. This will power off the recorder and minimize the battery drain.

Power on...Reset the HOLD switch.  
Power off...Set the HOLD switch to the HOLD position.

**Standby Mode and Display Shut Off**

If the recorder is stopped or paused for 60 minutes or longer during recording or play back, it goes into Standby (power-save) mode, and the display shuts off. To exit Standby mode and turn on the display, press any button.

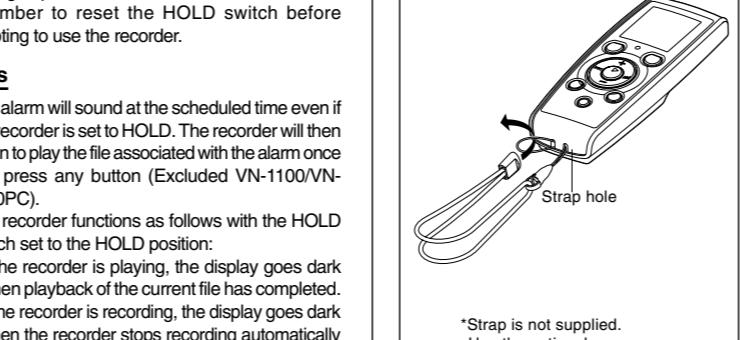
(Example: June 14, 2006)

**Hold**

Set the HOLD switch to the HOLD position. All operation buttons are disabled. This feature is useful when the recorder has to be carried in a handbag or pocket. Remember to reset the HOLD switch before attempting to use the recorder.

**Notes**

- The alarm will sound at the scheduled time even if the recorder is set to HOLD. The recorder will then begin to play the file associated with the alarm once you press any button (Excluded VN-1100/VN-1100PC).
- The recorder functions as follows with the HOLD switch set to the HOLD position:
  - If the recorder is playing, the display goes dark when playback of the current file has completed.
  - If the recorder is recording, the display goes dark when the recorder stops recording automatically upon running out of free memory.

**How to Use the Strap****Notes on the Folders**

The recorder provides four folders, A, B, C, and D (D is for VN-2100/VN-2100PC/VN-3100/VN-3100PC only). To change the folder selection, press the FOLDER button while the recorder is stopped. Each recorded file is stored in a folder. Using folders to classify files makes it convenient to find files you want to access later. Up to a total of 100 files can be recorded in each folder.

**Setting Time/Date (TIME)**

If you have set the time and date, information as to when a sound file was recorded is stored automatically with that file.

When you install batteries for the first time or each time you replace the batteries, the hour indication will flash. In such a case, be sure to set the time and date by following steps 4 through 7 described below.

**1 Press and hold the MENU button for 1 second or longer.****2 Press the + or - button until "TIME" flashes on the display.****3 Press the PLAY button.**

The hour indicator flashes.

**4 Press the + or - button to set the hour.****5 Press the PLAY or ►► button to accept the minute.**

The minute indicator flashes.  
Pressing the ▶◀ button enables the hour setting again.

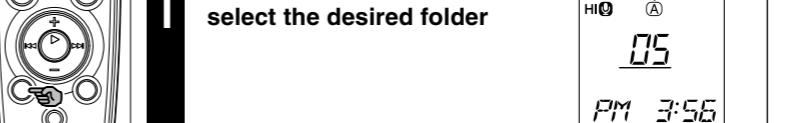
**6 Press the + or - button to set the minute.**

Repeat steps 5 and 6 to continue to set the year, month and date in the same way.

**7 After setting the date, press the PLAY or ►► button.**

This completes the time/date setup procedure.

(Example: June 14, 2006)

**Recording****Recording****1 Press the FOLDER button to select the desired folder****2 Press the REC button to start recording.**

The Record/play indicator light turns red, and recording starts.

**3 To stop recording, press the STOP button.**

New recordings are saved as the last file in the folder.

**To Pause Recording****To Pause**

Press the REC button during recording.  
"PAUSE" appears on the display and the record/play indicator light flashes.

**To Resume Recording**

Press the REC button again.  
Recording will resume at the point of interruption.

**Recording from External Microphone or Other Devices**

The external microphone and other devices can be connected and the sound can be recorded.

- When the external microphone is connected to the microphone jack of the recorder, the built-in microphone will not operate.
- When using an external microphone, choose adequate microphone, such as a Noise-Cancellation microphone or Electret condenser microphone (optional).
- When connecting an external equipment, use the connecting cord KA33 (optional).

**Notes**

- If "FULL" appears on the display, you cannot record in the selected folder. In such a case, erase unnecessary files or download to PC (VN-1100PC/VN-2100PC/VN-3100PC).

- If the recorder is placed directly on a table when recording a meeting, it tends to pick up table vibrations. Put a notebook or other item between the table and the recorder so that the vibration is not easily transmitted for clearer recording.

- Even if you press the DISPLAY button, the display will not change to current recording time if the remaining recording time is 5 minutes or less.

- When remaining recording time falls to 1 minute or less, the Record/play indicator light flashes red.

- The recorder will enter Stop mode if it has been left paused for 60 minutes or longer.

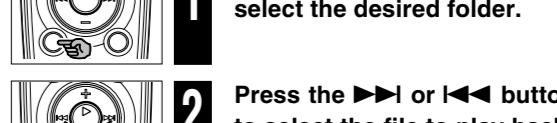
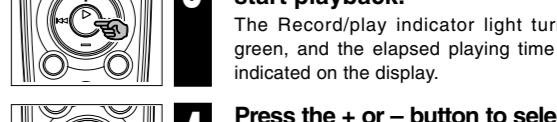
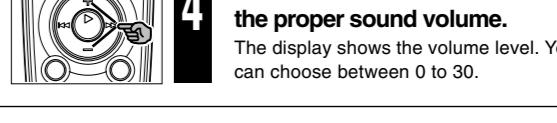
- In case of difficult acoustic conditions or low speaker's voice, recording in XHQ or HQ is recommended. Also, usage of an external microphone (sold separately) could improve the quality of recordings.

- The input level cannot be adjusted on this recorder. When you connect the recorder to an external device, execute a test recording and adjust the output level of the external device.

**LCD Display Information**

You can select an option for the display of the recorder. This helps review and confirm different recorder settings and file information.

State of the recorder	Operation	Display
While in stop mode	Press and hold the STOP button	The total number of files recorded in the folder and remaining recording time appears on the display.
While in record mode	Press the DISPLAY button	The display switches between current recording time and remaining recording time.
While in stop mode or playback mode	Press the DISPLAY button	Playing time → Remaining playing time → Recording date of the file → Recording time of the file → Playing time . . .

**Playing Back****1 Press the FOLDER button to select the desired folder.****2 Press the ►► or ▶◀ button to select the file to play back.****3 Press the PLAY button to start playback.****4 Press the + or - button to select the proper sound volume.****Notes**

- Current folder

- Current recording mode

- Current file number

- Recording time

- Remaining recording time

- Current file number

- Playing time

**Canceling Playback****To Stop**

Press the STOP button.

→ The recorder stops in the middle of the file being played.

**To Resume Playback**

Press the PLAY button again.

→ Playback will resume at the point of interruption.

**Forwarding and Rewinding****Fast Forward**

Press and hold the ►► button while playing a file.

→ When you release the ►► button, the recorder will resume normal playback.

**Rewind**

Press and hold the ▶◀ button while playing a file.

→ When you release the ▶◀ button, the recorder will resume normal playback.

- The end of the file is located by pressing and holding the ►► button during fast forwarding. The recorder will pause at the end of the file. If you do not release the ►► button, the recorder will continue fast forward.

- The beginning of the file is located by pressing and holding the ▶◀ button during rewinding. The recorder will pause at the beginning of the file. If you do not release the ▶◀ button, the recorder will continue rewinding.

- When the index mark is shown in the middle of a file, it will stop temporarily in the position of the index mark.

**Changing Playing Speed**

You can change the playing speed by pressing the PLAY button while the recorder is playing back.

→ Normal speed

→ Slow playback (-25%)

→ Fast playback (+50%)

- When the slow playback mode is selected, "SLOW" appears and, for the fast playback mode, "FAST" appears on the display while the recorder is playing back.

